

TRAVEL EXPENSE CLAIM

See Instructions and Privacy

Statement on Reverse Side

STD 262 (REV 10/92)

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CLAIMANT'S NAME Michael Naple		SSAN OR EMPLOYEE NUMBER		DEPARTMENT Governor's Office	
POSITION Deputy Press Secretary		CB/D NUMBER		DIVISION OR BUREAU Press Office	
RESIDENCE ADDRESS		HEADQUARTERS ADDRESS State Capitol		INDEX NUMBER	
CITY Sacramento	STATE CA	ZIP 95814			

DATE		TIME	LOCATION WHERE EXPENSES WERE INCURRED	LODGING	MEALS			INCIDENTALS	COST OF TRANS.	TYPE USED	CARFARE, TOLLS, PARKING	PRIVATE CAR USE		BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY
					BREAKFAST	LUNCH	DINNER					MILES	AMOUNT		
1-Mar	5:30 PM		Sacramento, CA						317.40	Air		24	12.00		329.40
2-Mar	8:30 PM		Cathedral City, CA	116.25					98.06	Car			0.00		214.31
12-Mar	7:30 AM		Sacramento, CA						337.50	Air			0.00		337.50
													0.00		0.00
													0.00		0.00
													0.00		0.00
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													0.00		0.00
													0.00		0.00
													0.00		0.00
													0.00		0.00
SUBTOTALS				116.25	0.00	0.00	0.00	0.00	752.96	0.00	0.00	24	12.00	0.00	
COLUMN CODE (ACCTG. USE ONLY)															
CLAIM TOTAL														\$881.21	

PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts when required)

Served as press staff at two press conference where Governor highlighted jobs initiative.

NORMAL WORK HOURS

PRIVATE VEHICLE LICENSE NUMBER

MILEAGE RATE CLAIMED

0.5

AGENCY ACCOUNTING OFFICE

USE ONLY

PAID BY REVOLVING FUND CHECK NUMBER

240988

I HEREBY CERTIFY, That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used and if mileage exceeds the minimum rate, I certify the cost of the operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIM#	DATE 4/12/10	SIGNATURE OF OFFICER A	TRAVEL	AYMENT	DATE 4/20/10
SIGN#	OF TITLE OF AUT	FOR SPECIAL EXPENSES	DATE 4/20/10		